

Subject: Fwd: TEUP 1613 - San Pedro Property Owners' Alliance

From: Lorena Parker

Date: 09/20/2016 04:33 PM

To: Michael Munar

Mike,
Please have your insurance company following the instructions below for the use of the Port of LA lot. (your staging area)

Thanks.

Lorena Parker
Executive Director
San Pedro Property Owners' Alliance
**San Pedro Historic Waterfront
Business Improvement District**
390 W. 7th Street | San Pedro, CA 90731
T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)
lparker@sanpedrobid.com
www.sanpedrobid.com

----- Forwarded message -----

From: **Gutierrez, Marie** <MGutierrez@portla.org>

Date: Tue, Sep 20, 2016 at 4:10 PM

Subject: TEUP 1613 - San Pedro Property Owners' Alliance

To: "lparker@sanpedrobid.com" <lparker@sanpedrobid.com>

Lorena –

We recently received notice of your permit application for an event this Saturday, September 24th. Proof of insurance is required as follows:

1. Commercial General Liability* – \$1,000,000
2. Auto Liability* – \$1,000,000
3. Workers' Compensation/Statutory - including Waiver of Subrogation

*City of Los Angeles Harbor Department, its officers, agents and employees shall be named Additional Insureds

Insurance shall be submitted by your insurance broker(s) to Track4LA at <http://track4la.lacity.org/>. Instructions are attached. It is highly recommended that you provide this email and attachments to your broker so they can assist you in meeting our insurance requirements. Once you receive notice that insurance has been submitted, please forward the Track4LA Number(s) to mgutierrez@portla.org so I can verify compliance.

Insurance is due ASAP but not later than 1:00 pm Thursday, 9/22/16.

Thank you,

Marie Gutierrez

Risk & Insurance Assistant

Port of Los Angeles | Risk Management

Direct [\(310\) 732-3837](tel:310.732.3837) | **Office** [\(310\) 732-3758](tel:310.732.3758)

Email MGutierrez@portla.org

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- [Attachments-89/Track4LA2Help.pdf](#)